

**HUMAN RESOURCES OFFICE
CALIFORNIA NATIONAL GUARD
P. O. BOX 269101
SACRAMENTO, CA 95826-9101**

ARMY TECHNICIAN VACANCY ANNOUNCEMENT #04-038

**Telecommunications Specialist
70174000
GS-0391-09
\$41,092 - \$53,422 pa**

**ANNOUNCEMENT DATE: 15 January 2004
CLOSING DATE: 18 February 2004**

SELECTING OFFICIAL: Director – Information Management

**APPOINTMENT FEATURES: Excepted Service
Warrant Officer, Enlisted Grade**

**POSITION LOCATION: Information Management Office
Joint Forces Headquarters – Sacramento, CA**

THE GRADE COMPATIBILITY WILL FIRST BE APPLIED TO ALL QUALIFIED CANDIDATES ON THE CERTIFICATE OF ELIGIBLES. IF NO ONE IN THE TARGET AUDIENCE, I.E. OFFICER/WARRANT OFFICER APPLIES OR IS QUALIFIED, THE HIRING OFFICIAL MAY SELECT THE NEXT BEST QUALIFIED CANDIDATE IRRESPECTIVE OF GRADE.

This position is located in the Army National Guard (ARNG), Joint Forces Headquarters, Information Management Office, Information Management Branch. Its purpose is to develop technical specifications and planning for COMSEC, radio systems, and radio frequencies acquisition programs and projects involving the gathering of materials, coordinating schedules, testing equipment, services, and software for performance acceptability. Related work is connected with the acquisition, operations, technical acceptance, installation, testing, modification, and replacement of COMSEC, radio systems, and radio frequencies acquisition program.

1. AREA OF CONSIDERATION: Statewide. All applications will be accepted; however, first consideration will be given to current permanent technicians of the California Army National Guard.

2. CONDITIONS OF EMPLOYMENT: A. Must qualify for appropriate level of security clearance required by the position. b. Must wear appropriate military uniform including required grooming standards. c. Must maintain a compatible military unit, grade, and job assignment as required by current directives. d. Must participate in PD/EFT (Direct Deposit).

3. MILITARY GRADE AVAILABLE: WARRANT OFFICER THROUGH CW2/ENLISTED GRADE THROUGH E-5. PRIOR TO EFFECTIVE DATE OF PERSONNEL ACTION, SELECTEE MUST OCCUPY A COMPATIBLE MILITARY POSITION WITHIN A COMPATIBLE

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UNIT IN WARRANT OFFICER THROUGH CW2 /ENLISTED GRADE THROUGH E-5 OR HAVE A COMPATIBILITY WAIVER APPROVED BY NATIONAL GUARD BUREAU. GRADE INVERSION IS NOT ALLOWED. IF THIS IS A SUPERVISORY POSITION, THE MILITARY GRADE OF SELECTEE MUST BE EQUAL TO OR HIGHER THAN THE MILITARY GRADE OF THOSE TO BE SUPERVISED.

NOTICE: All National Guard applicants must state Unit of Military Assignment, Military Grade and MOS/AFSC.

4. QUALIFICATION REQUIREMENTS:

a. **General:** Experience, education, and/or training which demonstrates ability to understand, evaluate, and translate the needs of communications users into requirements; relate user requirements to existing technology, policies, priorities, costs and funding, and other supporting services required; identify and direct, or coordinate the actions required to provide needed services.

b. **Specialized:** Must have 24 months specialized experience that required the applicant to determine work steps and methods in the area of communications; experience that demonstrates a combination of specialized communications knowledge's and management abilities; experience which provided applicant with the ability to review training programs to assure that they meet local requirements, enhance awareness of state-of-the-art and future technology; experience presenting information to groups of individuals combined with knowledge's of information systems; any type of work that demonstrates ability to work effectively with people of varied backgrounds and interests and skill in identifying and resolving conflicting views; any type of work where applicant was responsible for assuring that work was accomplished by several different individuals working independently; any experience where applicant was responsible for safeguarding and accounting for classified documents; any experience where applicant utilized regulations governing communications security; any type of work that provided knowledge of the requirement for the physical protection of classified material, equipment, lines, messages and coding instructions.

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

c. **Substitution of Education:** A maximum of 12 months of required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in fields directly related to the type of work of the position.

TO BE CREDITABLE, XEROX COPIES OF COLLEGE TRANSCRIPTS ARE REQUIRED

5. **KNOWLEDGES, SKILLS, AND ABILITIES:** The following knowledge's, skills, and abilities will be used to determine the best qualified applicants from which selection will be made:

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- a. Ability to establish procedures for effective and efficient use of information systems resources.
- b. Knowledge of information systems policies, standards, program and project management procedures;
- c. Ability to evaluate adequacy of training programs.
- d. .Ability to provide advice on the status and capabilities of information systems.
- e. Ability to coordinate with various activities to insure timely availability of material, equipment, and support requirements.
- f. Ability to schedule and coordinate the actions required to install, staff, and maintain customer support and information systems services.
- g. Knowledge of standard procedures governing inventory, receipt, transfer, issuance, destruction and shipment of COMSEC materials.
- h. Knowledge of required security accountability, records, and reports.
- i. Ability to control and monitor the secure communications facility operation.

SELECTEE MUST BE ASSIGNED TO A COMPATIBLE MILITARY POSITION IN WO: BR 25; MOS 918B; ENL: CMF 31, 74.

MALE SELECTEES BORN AFTER 31 DECEMBER 1959 WILL BE REQUIRED TO SIGN A PREAPPOINTMENT CERTIFICATE FOR SELECTIVE SERVICE.

INSTRUCTIONS FOR APPLYING: INDIVIDUALS MAY APPLY BY SUBMITTING AN OPTIONAL FORM (OF) 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; A STANDARD FORM (SF) 171, APPLICATION FOR FEDERAL EMPLOYMENT; A RESUME OR ANY OTHER WRITTEN FORMAT. IF YOUR APPLICATION OR RESUME DOES NOT INCLUDE ALL THE ITEMS REQUESTED ON THE OF-612 AND THIS VACANCY ANNOUNCEMENT, ALONG WITH A NARRATIVE DESCRIPTION OF HOW YOU MEET THE GENERAL AND SPECIALIZED EXPERIENCE REQUIREMENTS, YOU MAY LOSE CONSIDERATION FOR THE POSITION. IF YOU DESCRIBE MORE THAN ONE TYPE OF WORK (FOR EXAMPLE, CARPENTRY AND PAINTING, OR PERSONNEL AND BUDGET), WRITE THE APPROXIMATE PERCENTAGE OF TIME YOU SPENT DOING EACH. THE ABOVE FORMS ARE AVAILABLE AT THIS OFFICE AND ANY FEDERAL AGENCY.

SUBMIT APPLICATIONS TO: THE HUMAN RESOURCES OFFICE (HRO), P. O. BOX 269101, SACRAMENTO, CA 95828-9101 (OR FOR EXPRESS MAIL: 9800 GOETHE ROAD, SACRAMENTO, CA 95826-9101). **ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE.** VETERANS PREFERENCE DOES NOT APPLY.

ALL APPLICATIONS MUST BE SIGNED & DATED

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

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FEDERAL LAW PROHIBITS THE USE OF GOVERNMENT ENVELOPES, POSTAGE, OR FACSIMILE (FAX) FOR SUBMISSION OF APPLICATIONS.

PERMANENT CHANGE OF STATION (PCS) EXPENSES MAY NOT BE AUTHORIZED FOR THIS POSITION. AUTHORIZATION FOR PAYMENT OF PCS EXPENSES WILL BE GRANTED ONLY AFTER DETERMINATION IS MADE THAT PAYMENT IS IN THE BEST INTEREST OF THE CALIFORNIA NATIONAL GUARD.

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

OUR WEBSITE ADDRESS IS: [HTTP://WWW.CALGUARD.CA.GOV/CAHR](http://www.calguard.ca.gov/cahr). YOU CAN LOCATE ALL CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENTS USING THIS SITE.